Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10450
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 9
Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 3

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10450

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 12/27/76
PAGES : 10

SUBJECTS :
HSCA, ADMINISTRATION
JENKINS, NANCY

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

[R] - ITEM IS RESTRICTED

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D C 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action

Employee Name (First-Middle-Last)	Effective Date
Nancy S. Jenkins	3/4/77
Employee Social Security Number	**Type of Action**
216 40 9950	☐ Appointment ☐ Salary Adjustment X☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information)

Position Title	Gross Annual Salary

(If Committee Employee, complete appropriate item below)

1 ☐ Standing Committee Staff—☐ Clerical or ☐ Professional

2 ☒ Special or Select Committee Authority—H Res 222 of 95th Congress

3 ☐ Joint Committee

(If Employee of an Officer of the House, complete item below)

Position Number_______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 USC 3110(b), prohibiting the employment of relatives.

Date March 16, 1977

____
(Signature of Authorizing Official)

Louis Stokes, Chairman
(Type or print name of Authorizing Official)

Select Committee on Assassinations
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration

APPROVED ______________________________
Chairman, Committee on House Administration

Office of Finance use only

Office Code __________

Monthly Annuity $__________00

to FO, Ins Mail 3/21

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S HOUSE OF REPRESENTATIVES
Washington, D C 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action.

Employee Name (First-Middle-Last)	Effective Date
Nancy S. Jenkins	2-1-77
Employee Social Security Number	**Type of Action**
216-40-9950	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information)

Position Title	Gross Annual Salary
	$10,332.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional
2. ☒ Special or Select Committee. Authority—H Res 11 of 95 Congress
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below)

Position Number_______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 USC 3110(b), prohibiting the employment of relatives

Date 2-28-77, 19_____

____
(Signature of Authorizing Official)

Henry B. Gonzalez
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration

APPROVED ________________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D C 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action

Employee Name (First-Middle-Last)	Effective Date
Nancy S. Jenkins	1/3/77
Employee Social Security Number	**Type of Action**
210 40 9950	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information)

Position Title	Gross Annual Salary
	$10,920.

(If Committee Employee, complete appropriate item below.)

1 ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional

2. ☒ Special or Select Committee Authority—H Res 11 of 95th Congress

3 ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C 3110(b), prohibiting the employment of relatives

Date________________________________, 19 77

____
(Signature of Authorizing Official)

Henry B. Gonzalez
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration

APPROVED ______________________________
Chairman, Committee on House Administration

Office of Finance use only
Office Code__________
Monthly Annuity $__________00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Nancy S. Jenkins	December 27, 1976
Employee Social Security Number	**Type of Action**
216 40 9950	☒ Appointment ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information)

Position Title	Gross Annual Salary
Secretary	$16,800.

(If Committee Employee, complete appropriate item below)

1 ☐ Standing Committee. Staff—☐ Clerical or ☐ Professional

2 ☒ Special or Select Committee. Authority—H Res 1540 of 94th Congress

3 ☐ Joint Committee

(If Employee of an Officer of the House, complete item below)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 USC 3110(b), prohibiting the employment of relatives

Date December 15, 1976

____
(Signature of Authorizing Official)

Thomas N. Downing
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration

APPROVED____________________
Chairman, Committee on House Administration

Office of Finance use only

Office Code ________

Monthly Annuity $________00

Copy for Initiating Office or Committee

M E M O R A N D U M

TO: All Staff Employees

FROM: Budget Officer

DATE: January 3, 1977

RE: Payroll Certification

Starting with the January, 1977 payroll, the certification to the House Finance Office requires, among other things, the relationship, if any, of each staff employee to any current Member of Congress (those taking office January 3, 1977).

The following are the relationships to be included in the certification:

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

All staff employees are requested to complete this form and return it to the Budget officer.

Approved
Richard A. Sprague

I am not related ✓

I am related by the following relationship ______________

Nancy S. Jenkins
Signature of Employee

1-10-77
Date

Tim 243

16, Dec. 27, 1976

RESUME

Nancy S. Jenkins
7001 Leebrad Street
Springfield, Virginia 22151

Office: (202) 225-4261
Home: (703) 941-6899

Age: 32
Birthplace: Washington, D.C.
Marital Status: Legally separated (no children)

Skills: Shorthand 120 wpm Typing 65 wpm

EDUCATION: High school graduate; graduate of the Washington School for Secretaries.

EXPERIENCE: May 27, 1962 - Present - Office of Congressman Thomas N. Downing, First District of Virginia.

My entire working experience has been in Congressman Downing's office and has fallen into two major categories:

April 1969 - Present - Caseworker - Duties include dealing with all constituents' problems relating to military service, retired military and veterans; requires a thorough knowledge of all military personnel procedures. Primary emphasis is personal counseling for constituents who have problems which they feel they are unable to resolve through normal channels. This position demands a strong, unemotional and patient disposition and the ability to impose reality upon constituents who are undergoing problems ranging from fairly routine ones to severe mental and emotional conditions. This counseling is primarily telephonic but often personal interviews are required. Also, handle U.S. Military Academy appointments; requires selecting all Congressman's nominees to the four major service academies. Compose all correspondence required to execute the functions of this position.

May 27, 1962 - April 1969 - Composed correspondence dealing with numerous facets of constituent inquiries concerning legislation, federal agencies, government publications, casework and academies. General office duties including dictation, typing and filing. Acquired a thorough working knowledge of all aspects of a Congressional office.

Nancy S. Jenkins

<u>REFERENCES</u>: Honorable Thomas N. Downing
U.S. House of Representatives
Room 2135 Rayburn Building
Washington, D.C. 20515
(202) 225-4261

E. M. (Tiny) Hutton
Administrative Assistant
Office of Hon. Thomas N.Downing
Room 2135 Rayburn Building
Washington,D.C. 20515
(202) 225-4261

Norman L. Dobyns
Vice President
Cutler-Hammer
1660 L Street, N.W.
Washington, D.C. 20036
(202) 466-3311
(former Administrative Assistant to Congressman Downing)

Maj. Gen. Ralph J. Maglione, Jr.
Director, Legislative Liaison
Department of the Air Force
Washington, D.C. 20330
(202) OX 7-8153

COUNTIES

ACCOMACK, CHARLES CITY, ESSEX, GLOUCESTER, JAMES CITY, KING GEORGE, KING AND QUEEN, KING WILLIAM, LANCASTER, MATHEWS, MIDDLESEX, NEW KENT, NORTHAMPTON, NORTHUMBERLAND, RICHMOND, WESTMORELAND, YORK

CITIES

HAMPTON, NEWPORT NEWS, POQUOSON, WILLIAMSBURG

E. M. TINY HUTTON
ADMINISTRATIVE ASSISTANT

THOMAS N. DOWNING
1ST DISTRICT, VIRGINIA

Congress of the United States
House of Representatives
Washington, D.C. 20515

COMMITTEES
MERCHANT MARINE AND FISHERIES
SCIENCE AND TECHNOLOGY

OFFICES
1 COURT STREET
HAMPTON, VA 23669
722-2886

2135 RAYBURN BUILDING
WASHINGTON, D C 20515
(202) 225-4261

December 7, 1976

TO WHOM IT MAY CONCERN:

As you probably know, I am retiring at the end of the 94th Congress after spending eighteen years in the House. For the entire period of my service I have been blessed by having a wonderful staff to assist me. I am making whatever effort I can to assist them in obtaining employment on the Hill.

One of the finest people on my staff is Nancy S. Jenkins. She has been with me continuously for the past fourteen years. She now handles all military and veterans casework and makes my nominations to the U.S. Military Academies, but she has such a varied experience that she can handle almost any matter that comes up in a Congressional office. I have no hesitancy whatsoever in enthusiastically endorsing her for your consideration if you should have a vacancy in your office. She is an outstanding young lady whose intelligence, dedication and loyalty are unquestioned. Nancy is extremely congenial, affable and has the ability to promote and foster constituent appeal for her Congressman.

If you or your assistant should decide to interview her, please call my office, x54261; and if you desire any further information about her, please do not hesitate to contact me. My home number in Newport News, Virginia is 804 596-2188.

Sincerely,

Thomas N. Downing

RESUME

Nancy S. Jenkins
7001 Leebrad Street
Springfield, Virginia 22151

Office: (202) 225-4261
Home: (703) 941-6899

Age: 32
Birthplace: Washington, D.C.
Marital Status: Legally separated (no children)

Skills: Shorthand 120 wpm Typing 65 wpm

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MIDDLESEX
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NORTHUMBERLAND
RICHMOND
WESTMORELAND
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December 7, 1976

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